



Job Title: Project Officer (BSFS)- Shanghai
Department: Programs

Job Description

Compassion for Migrant Children (CMC) is a nonprofit organization based in China which is dedicated to improving the lives of children of migrant workers by engaging them in social and educational programs.

This position responsibilities include support of delivery, coordination and management of the Barclays Spaces for Sports (BSFS) program in Shanghai. This position involves liaising between various key stakeholders such as government partners, program delivery agents, and a host of various partners as well as work on related documents and processes and other related areas. It is based in the CMC Shanghai Community Centre but with significant time being spent on project site. A significant portion of the work will include

Responsibilities

Program Development, Implementation, Monitoring and Evaluation

- Support planning, organization, implementation, management, monitoring and evaluation of the BSFS program in Shanghai as required
- Engage in communication and coordination with various stakeholders of the BSFS program to ensure a harmonious operating environment
- Develop and nurture relationships with Shanghai Gov't, Migrant Schools and Local authorities
- Recruit project's beneficiaries
- Recruit and manage volunteers and arrange necessary trainings
- Respond to different stakeholders' inquiries effectively
- Prepare, collect and file bilingual documents verifying the progress of the project
- Draft bi-lingual project reports
- English-Chinese-English translation of project documents
- Communicate and cooperate with CMC colleagues in order to achieve SFS project's goals
- Support BSFS promotional activities
- Produce BSFS class materials and promotional materials if required
- On-site coordination, management and implementation of program standards and procedures
- Project Assets (equipment, handbooks) management

Work Relationships

Reporting to: Barclays Spaces For Sports Manager
Peers: CMC Staff

Qualifications



- B.A. in Social Work, Social Development, Education or Sports preferred
- Previous work experience in fields of sports or development is a plus
- Previous experience in event management / coordination work is a plus

Key Skills & Abilities

- Excellent professional communication skills in English
- Proficient Mandarin language skills
- Efficient, with ability to work to tight deadlines
- Ability to communicate effectively and work with a wide range of people
- Excellent attention to detail, accuracy and quality
- Professional, with a strong sense of responsibility
- Proficiency with MS Office Suite especially Word, Excel and PowerPoint
- Ability to adapt to changing and fast-paced environment and be flexible
- Ability to work independently as well as in a dynamic team
- Passion and personal interest in people and providing assistance
- Interest in working with migrants and minorities is a plus

Other Information

Employment Type:	2 months probation with the possibility of long-term extension
Salary Range:	TBC
Degree:	Bachelors
Job Location:	Shanghai, China
Post Date:	23 rd June, 2010

Please send resume in both Chinese and English to recruit@cmc-china.org. If you would like to learn more about CMC, please visit our website at www.cmc-china.org.